

OFFICIAL MINUTES  
PERSONNEL BOARD MEETING  
December 18, 2017

**CALL TO ORDER**

The meeting began at 5:30 p.m. in Conference Room 113 at City Hall.

**ROLL CALL**

Present: Ed Fuentes, Ed Comerford and Joe Roberts

City Staff: Tami Yuki (Assistant City Manager), Monica Walker (HR Manager)

**REVIEW OF AGENDA**

Remove item 6A (Extend Police Sergeant Eligibility List)

**APPROVAL OF MINUTES**

Personnel Board Member Joe Roberts made a motion to approve the June 19, 2017 minutes with the correction of "therefore" typo in Item B1, Paragraph 13. Personnel Board Vice Chair Ed Comerford seconded the motion. Motion approved. Ed Fuentes abstained, as he was not present at June 19, 2017 meeting.

**PUBLIC COMMENT**

No public comment.

**CONDUCT OF BUSINESS**

**a. Extend Police Sergeant Eligibility List**

Item removed from Agenda.

**b. Discuss 2018 Annual Report to City Council**

Assistant City Manager Tami Yuki shared that each year the Personnel Board reports to the City Council sometime in January or February, depending on schedule. Council is very appreciative of the volunteer participation on all of the Boards. There will be a power point presentation that includes the Boards work over the past year including the reviewed and approved job descriptions and extended eligibility lists. Assistant City Manager Tami Yuki will send a draft power point for Board's review. Council meets the 2nd and 4th Tuesday of each month. Chair Ed Fuentes stated that he should be back in town mid-February and the second Tuesday may work. Assistant City Manager Tami Yuki shared that the new Mayor Rico Medina and Councilmembers Laura Davis and Michael Salazar were sworn in on December 12, 2017. They are joining existing Council Members Irene O'Connell and Marty Medina.

**c. Report on Recruitment Information**

Human Resources Manager Monica Walker presented the current list of updated recruitments including three new recruitments, Community Services Officer/Digital Evidence Officer, Records and Communications Supervisor and Pump Mechanic. Since the last meeting, the City has successfully conducted and onboarding of a new Police Officer, Financial Services Supervisor and Custodian. Several recruitments are in different phases of the background process.

Chair Ed Fuentes asked about the continuous Police Officer recruitment. Human Resources Manager Monica Walker explained the Pre-Trained Lateral and Entry Level eligibility lists and the timeline for Pre-trained Lateral is more flexible because the academy is not necessary.

Vice Chair Ed Comerford inquired about the recruitments with lists about to expire. Human Resources Manager Monica Walker shared that the entire list is reviewed prior to the meeting and the departments that have lists expiring before the next meeting in March 2018, were contacted about extending their current lists.

Chair Ed Fuentes asked if people are leaving or retiring. Human Resources Manager Monica Walker explained that positions being vacated for various reasons. The Fire Department had a few internal promotions which lead to more openings. The Cable Warehouse Technician retired, leaving an open position. We have also had some

resignations, for example, the Financial Services Manager resigned and went to another City for a promotional position. The Community Services Officer/Digital Evidence Officer was an added position as a budget enhancement.

Board Member Joe Roberts asked if Dave Cresta got the Fire Chief position. Assistant City Manager Tami Yuki said yes and they will be having a ceremony for him and the other promotions within the Fire Department.

Chair Ed Fuentes asked if the City losing people because of the high cost of living in the Bay Area. Assistant City Manager Tami Yuki said if they leave it's usually because of a promotion or higher paying position. Human Resources Manager Monica Walker shared that the Financial Services Manager left to take on a bigger role at another city. Assistant City Manager Yuki said she think it's generally a challenge for government agencies when the economy is good. It's harder to compete.

#### **BOARD MEMBER COMMENTS**

Board Member Ed Comerford shared that he will be teaching a class again, Small Business Entrepreneur at CSM on Monday nights, beginning January 22 until the end of May 2018.

Assistant City Manager Tami Yuki said the Board can schedule special meetings if Mondays don't work. The next meeting is currently scheduled for March 19, 2018.

Chair Ed Fuentes asked which City Council member serves as the representative for the Personnel Board. Assistant City Manager Tam Yuki said it is Marty Medina but the Council will be assigning new Board Representatives in January.

#### **ADJOURNMENT**

Personnel Board Member Roberts motioned to adjourn the meeting at 5:40 p.m., seconded by Personnel Board Vice Chair Ed Comerford.